

| [NODIS Library](#) | [Human Resources and Personnel\(3000s\)](#) | [Search](#) |



NASA Procedural Requirements

COMPLIANCE IS MANDATORY

NPR 3600.2
Effective Date:
January 06, 2010
Expiration Date:
January 06, 2015

[Printable Format \(PDF\)](#)

[Request Notification of Change](#) (NASA Only)

Subject: NASA Telework Program

Responsible Office: Office of Human Capital Management

| [TOC](#) | [Preface](#) | [Chapter1](#) | [Chapter2](#) | [Chapter3](#) | [Chapter4](#) | [Chapter5](#) |
[Chapter6](#) | [Chapter7](#) | [Chapter8](#) | [AppendixA](#) | [AppendixB](#) | [AppendixC](#) |
[ALL](#) |

Chapter 5. Excused Absence, Administrative Dismissal, and Emergency Closing

5.1 One of the major benefits of the Telework Program is the ability of employees to continue working at their alternative worksites during a disruption of Government operations. Employees working at an alternative worksite:

- a. May not be excused from performing their assigned duties for an interruption in operations at their official worksite (e.g., administrative dismissal, emergency closing, etc.) unless their work cannot be completed due to the interruption.
- b. May be excused from performing their assigned duties during an emergency situation if the emergency (e.g., disruption of electricity, loss of heating or cooling, loss of contact with the official worksite) adversely affects the alternative worksite and prevents continuation of work.

5.2 Depending on the situation, such as those described above, may be required to report to their official worksite, take approved annual leave or leave without pay, or be granted an excused absence. Employees shall communicate with their supervisor to discuss any change which impacts working conditions.

| [TOC](#) | [Preface](#) | [Chapter1](#) | [Chapter2](#) | [Chapter3](#) | [Chapter4](#) |
[Chapter5](#) | [Chapter6](#) | [Chapter7](#) | [Chapter8](#) | [AppendixA](#) |
[AppendixB](#) | [AppendixC](#) | [ALL](#) |

| [NODIS Library](#) | [Human Resources and Personnel\(3000s\)](#) |
| [Search](#) |

DISTRIBUTION:
NODIS

This Document Is Uncontrolled When Printed.

Check the NASA Online Directives Information System (NODIS) Library
to Verify that this is the correct version before use: <http://nodis3.gsfc.nasa.gov>
